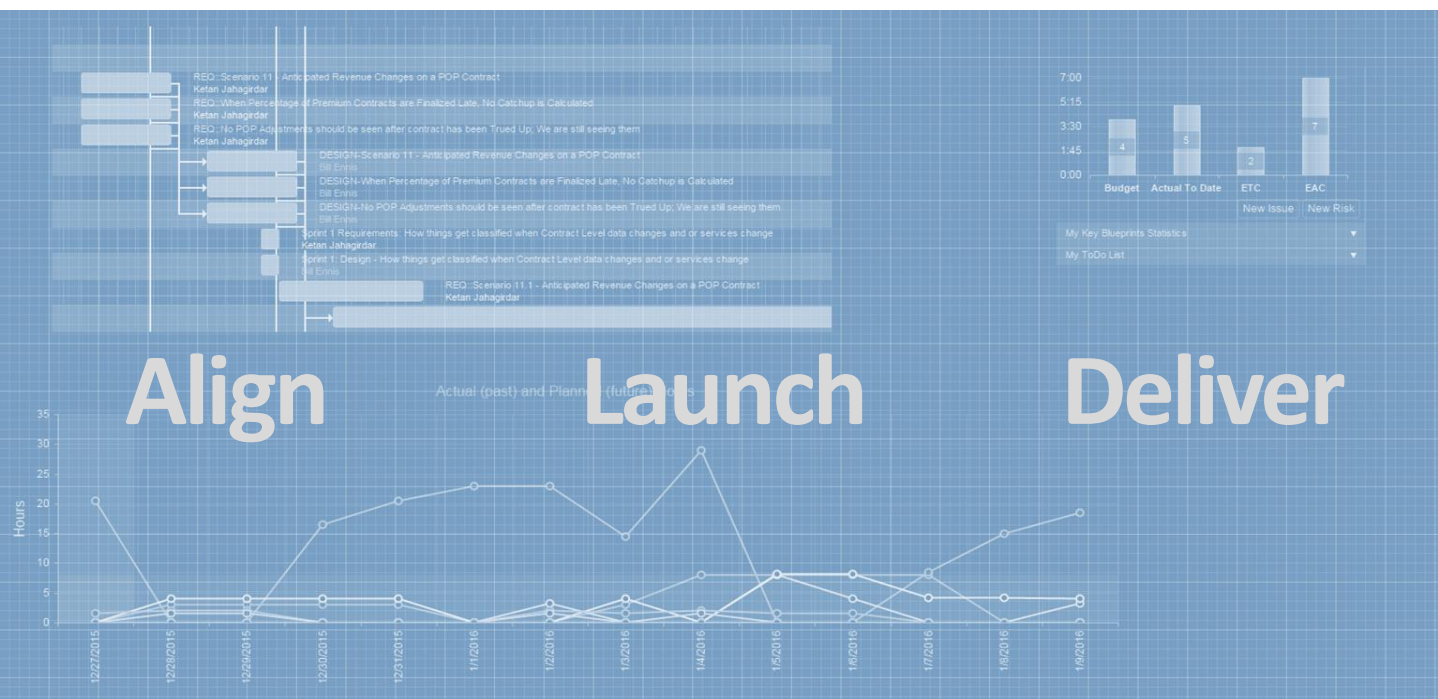


Project Launch Checklist

Helps get the organization aligned prior to project launch.



Criticality of the Initiation Phase

Project Charter to the Income Statement











A Project Charter is the blueprint to connect a solution to a problem the company is facing and the stakeholders that are directly impacted. The problem can be anything from competitive differentiation, stagnating or declining revenue, increasing operating costs or non-compliance with a regulatory body.

Are your projects running behind schedule and over budget, or have they been victimized by estimates that simply were not put through rigorous challenges and reviews?

Unless there is **Upfront Accountability** when the costs, benefits and timelines are agreed upon, most of the assumptions and the source of the “pixie-dust” used come up with those estimates is forgotten when the realities and constraints of project execution set in.

Project Launch Checklist

Ready to Approve one of your critical projects Here's a checklist to make sure you've covered all your bases.

	CHECKLIST ITEM	AVERAGE CONFIDENCE RATING	REVIEWED
	Have all the key stakeholders including the Business Benefits Owner and Delivery Owner been identified? Understand all the stakeholders that are impacted by this project so you can target them appropriately once the charter is completed? Roles assigned on the team?	<input type="checkbox"/>	<input type="checkbox"/>
	Assets needed to deliver business benefits identified? Have they been signed off by the P&L Owner?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the product clearly documented. Is there enough clarity in the solution blueprints for an experienced project manager to build a high-level project plan that drives the associated Cost Model?	<input type="checkbox"/>	<input type="checkbox"/>
	Cost Model documented? Has the team documented the cost model based on the project plan to deliver the assets required for delivering the benefits (Revenue	<input type="checkbox"/>	<input type="checkbox"/>
	Benefits documented and signed-off by the appropriate P&L owner? Has the team documented the cost model based on the project plan to deliver the assets required for delivering the benefits (Revenue	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a high-level project plan? Is there enough clarity in the project plan and the architecture blueprints so that they can be used as the basis for the financial model?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all the critical resources identified and staffed? Named Resources have been approved by resource managers for critical deliverables	<input type="checkbox"/>	<input type="checkbox"/>
	Risks and gaps identified? Risk Register is accurate, and everyone has agreed that all known risks have been documented	<input type="checkbox"/>	<input type="checkbox"/>
	Are the benefits underwritten by the P&L Owner/s?		
<input type="checkbox"/>	_____		
	P&L Owner		
	Are the costs underwritten by the Delivery Owner/s?		
<input type="checkbox"/>	_____		
	Delivery Owner		
<input type="checkbox"/>	_____		
<input type="checkbox"/>	_____		
<input type="checkbox"/>	_____		
<input type="checkbox"/>	_____		
	Supply Chain		
	Procurement		
	Finance		
	Manufacturing		